

General Data Protection Regulation - GDPR

Due to the obligation to apply from 25 May 2018, the European Parliament and Council Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter "GDPR Regulation"), MCM Institute Poland limited liability company with its registered office in Warsaw, entered into the register of entrepreneurs of the National Court Register by the District Court for the capital city of Warsaw in Warsaw, XIII Commercial Division of the National Court Register under the number KRS: 0000660577, having NIP: 5213765350 and REGON: 366425799 (hereinafter "MCM"), informs that from 25 May 2018, users will be entitled to the rights set out below in connection with the processing of personal data by MCM.

WHEN MCM PROCESSES PERSONAL DATA

MCM processes personal data when at least one of the following conditions is met:

- The data subject has consented to the processing of their personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the personal data controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the personal data controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the personal data controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

GDPR REGULATION APPLIES FROM 25 MAY 2018

Consequently, based on Article 13 of the GDPR Regulation, we inform that from 25 May 2018, the following rules related to the processing of personal data by MCM will apply:

DATA CONTROLLER

The personal data controller is MCM Institute Poland limited liability company with its registered office in Warsaw, entered into the register of entrepreneurs of the National Court Register by the District Court for the capital city of Warsaw in Warsaw, XIII Commercial Division of the National Court Register under the number KRS: 0000660577, having NIP: 5213765350 and REGON: 366425799, email: office@mcm institute.com.

DATA PROTECTION OFFICER

MCM has not appointed a Data Protection Officer. The proper protection of personal data is supervised by the MCM Board.

PURPOSE OF DATA PROCESSING AT MCM

MCM processes personal data for the following purposes:

- To undertake, at the request of the other party, actions aimed at concluding a contract with MCM (legal basis: Article 6(1)(b) of the GDPR Regulation);
- For the performance of a contract concluded with MCM (legal basis: Article 6(1)(b) of the GDPR Regulation);
- To fulfill legal obligations incumbent on MCM in connection with the conduct of business and the performance of concluded contracts (legal basis: Article 6(1)(c) of the GDPR Regulation);
- For marketing and promotion of products and services offered by MCM (legal basis: Article 6(1)(a) of the GDPR Regulation);
- For internal administrative purposes of MCM, including statistics and internal reporting of MCM (legal basis: Article 6(1)(b) of the GDPR Regulation).

DISCLOSURE OF DATA TO OTHER RECIPIENTS

In connection with the data processing indicated in the section "PURPOSE OF DATA PROCESSING AT MCM", personal data may be disclosed to other personal data recipients. In particular, data recipients may include:

- MCM accounting;
- State administration institutions and other entities authorized to receive personal data based on appropriate legal provisions or entitlements.

DURATION OF DATA PROCESSING BY MCM

Personal data will be processed for the period necessary to achieve the processing purposes indicated in the section "PURPOSE OF DATA PROCESSING AT MCM", i.e.:

- In terms of the performance of a contract concluded with MCM, for the period until the completion of its performance, thereafter for the period and to the extent required by law or to secure possible claims;
- In terms of fulfilling legal obligations incumbent on MCM in connection with the conduct of business and the performance of concluded contracts, for the period until these obligations are fulfilled by MCM;
- In terms of marketing and promotion of products and services offered by MCM, for the period